



## NORTHEAST OHIO AREAWIDE COORDINATING AGENCY

### M E M O R A N D U M

**TO:** External Affairs Committee Members

Holly Brinda, Mayor, City of Elyria  
Armond Budish, County Executive, Cuyahoga County  
Jerry Cirino, Commissioner, Geauga County  
Dennis Clough, Board President, Greater Cleveland Regional Transit Authority  
Timothy DeGeeter, Mayor, City of Parma  
James W. Dvorak, Commissioner, Geauga County  
Blaine A. Griffin, Councilman, City of Cleveland  
Joseph F. Koziura, Mayor, City of Lorain  
Matt Lundy, Commissioner, Lorain County  
Valarie McCall, Chief, Communications, Government and International Affairs, City of Cleveland  
Dale Miller, Councilman, District 2, Cuyahoga County  
Robert Stefanik, Mayor, City of North Royalton  
Matt Zone, Councilman, Ward 15, City of Cleveland

**FROM:** Commissioner Matt Lundy, Chair

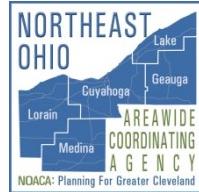
**DATE:** July 5, 2019

**RE:** External Affairs Committee  
Friday, July 12, from 8:30 a.m. to 10:00 a.m.

**NOACA Offices**  
**1299 Superior Avenue, Cleveland, Ohio**

I look forward to seeing you on ***Friday, July 12<sup>th</sup> at 8:30 a.m. at the NOACA offices.***





## NORTHEAST OHIO AREAWIDE COORDINATING AGENCY

Friday, July 12, 2019 at 8:30 a.m. – 10:00 a.m.

NOACA Offices

1299 Superior Avenue, Cleveland, Ohio 44114

### EXTERNAL AFFAIRS COMMITTEE AGENDA

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Next Regular Meeting:

***Friday, October 11, 2019 8:30a.m. – 10:00a.m.***



## **Agenda Item No. 1**

### **MINUTES**





## NOACA External Affairs Committee Meeting

April 12, 2019

NOACA Offices

1299 Superior Avenue, Cleveland, Ohio 44114

**Present:** Please see the attached attendance record.

Commissioner Matt Lundy, Chair of the External Affairs Committee, convened the meeting at 8:30 a.m.

### Meeting Minutes

A motion was made by Chief Valarie McCall to approve the minutes of the External Affairs Committee meeting held on January 18, 2019. The motion was seconded by Mr. Mike Foley. The motion passed by voice vote.

### Committee Updates

The External Affairs Committee received summaries of topics discussed at the following advisory council meetings:

- **Business Advisory Council (BAC)**

A summary of the meeting topics was included in the External Affairs Committee meeting packet.

- **Community Advisory Council (CAC)**

Ms. Barb Clint mentioned that NOACA staff presented CAC with information on the following: NOACA's position on the proposed fees for transportation infrastructure, SFY 2019 4th quarter project planning review (PPR), SFY 2021-2024 TIP development update, and the new 208 Plan draft development.

Ms. Clint mentioned that CAC discussed educating others on the disparity of the funding distribution and received a report on the Transportation for Livable Communities Initiative (TLCI) workshop. She noted that the workshop attendees discussed the following: Alignment between Cleveland's program and NOACA's process; helping sponsors who do not have the funds for engineering or the local match; and sponsors possibly applying for funding through the foundations.

Ms. Gallucci mentioned that CAC members had some concerns about the previous TLCI process. She noted that CAC would like communities to have input into project applications submitted to NOACA. She said one of the suggestions mentioned at the TLCI workshop is to have the applicant host a public meeting/hearing for their project. Ms. Gallucci stated that NOACA is planning to modify the TLCI application process and submit it to the Board for review.

Commissioner Lundy commented that people in the communities need to be educated on the distribution of gas tax funds.

- **Rural Advisory Council (RAC)**

Commissioner Lundy read a meeting summary from Ms. Jeanene Kress, Chair of RAC. In the summary, Ms. Kress provided an overview of RAC's responsibilities and recapped the previous RAC meeting, which included presentations on the following: NOACA's position on the proposed fees for transportation infrastructure; SFY 2019 4th quarter project planning review (PPR); SFY 2021–2024 TIP development update – potential projects for NOACA controlled funds; and the new 208 Plan draft development.

Commissioner Lundy stated that some townships in Lorain County are still trying to figure out the value of NOACA. He noted that township trustees have had discussions about transit and feel it does not benefit their residents. Commissioner Lundy mentioned that RAC was not in favor of developing a Rural Transportation Planning Organization (RTPO) and believe NOACA is doing a good job.

### **Public Involvement**

No public comments were made at this meeting.

### **Executive Director's Report**

Ms. Grace Gallucci introduced Ms. Danielle Render, Director of External Engagement and Public Affairs at NOACA. Ms. Gallucci discussed Ms. Render's education and experience.

Ms. Gallucci reported on the following:

- The SFY 2020-2021 State Transportation Budget was approved on April 3, 2019. The budget includes a 10.5 cent gas tax increase, making the gas tax 38.5 cents. The resolution passed by the NOACA Board was meaningful to the process because it helped to inform and guide legislators.
- NOACA's Meet and Greet was held on March 8, 2019. The event was well received and it contributed to the gas tax discussion.
- NOACA Transportation Day will be held at Cleveland State University (CSU) Maxine Goodman Levin College of Urban Affairs on May 3, 2019, 9:00 a.m. – 4:00 p.m. Elected officials and city managers in the region will be invited to help NOACA advance regional cohesion. Mr. Jack Marchbanks, ODOT Director, will speak during the morning session. In the afternoon, there will be breakout sessions and participants will discuss the U.S. Census and how to help the region get more federal funds.
- The Van Aken District will receive the National APA Planning Award, which will be given out at an event in San Francisco on April 15, 2019. NOACA committed \$5.4 million to the Van Aken project.
- NOACA will be doing stakeholder / community outreach for the Great Lakes Hyperloop System feasibility study and the 208 Clean Water Quality Plan.
- The 2019 Ohio Conference on Freight will be held at Westin Cleveland Downtown on August 7-9, 2019.

## **Chair's Report**

Commissioner Lundy expressed his thanks to the NOACA Board for sending the gas tax resolution to Columbus and to Governor Mike DeWine for developing the gas tax increase proposal.

## **ACTION ITEMS**

No action items were presented at this meeting.

## **PRESENTATION / DISCUSSION ITEMS**

### **Update on Ohio's Motor Fuel User Fee Increase**

Ms. Beverly Burtzlaff provided an update on Ohio's motor fuel user fee increase. She highlighted several items in the transportation bill, including the gasoline user fee increase of 10.5 cents; a diesel fuel increase of 19 cents; transit funding that will be increased to \$70 million; and the ODOT/local split of 55% - 45%. She noted that the bill does not include indexing to inflation. Ms. Burtzlaff mentioned that the NOACA region will receive an additional \$46.3 million annually from the gas tax increase, bringing the total amount to \$119.7 million. She said staff will continue to work with the Committee to advocate for an equitable return of state transportation dollars to Northeast Ohio, for prioritization of maintenance over new capacity, and for a long-term dedicated funding source for public transit.

Councilman Dale Miller asked if the ODOT / local split that was changed from 60%-40% to 55%-45% applies only to the new gas tax funds or all gas tax funds. Ms. Burtzlaff said she believed the split would apply only to new dollars. Ms. Gallucci stated that with the original formula, debt service was taken off the top, thereby providing ODOT 70% and local governments 30% of the funds. She said there is no debt against the new money yet and noted there was some discussion about putting some language in the new bill regarding debt service.

Mr. Tom Jordan asked if the legislature ever explained why counties receive equal funding shares. Ms. Burtzlaff said no good explanation was given. She talked about the inequity of the distribution formulas.

Commissioner Lundy stated that he would like to make sure the \$70 million pledged for transit actually ends up in the budget that must be completed by June 30<sup>th</sup>. He suggested that NOACA send a resolution to the state legislature requesting a commitment of that amount. Ms. Gallucci stated that staff will prepare a resolution for the Board meeting in June.

### **Hyperloop Stakeholder Engagement Meetings**

Ms. Render stated that the Great Lakes Hyperloop System consulting team is progressing with the technical feasibility design. Ms. Render reviewed the process; provided background on the consulting team, Transportation Economics & Management Systems, Inc. (TEMS); explained the outreach that will be done; and reviewed the Hyperloop Corridor, Alternative Analysis Feasibility Study, goals for the public stakeholder process, audience = communications (key stakeholders, outreach audiences, content marketing/branding, communications / notifications), and outreach activities (creating an atmosphere for gathering and using non-traditional, creative, grassroots approaches).

Chief McCall asked if a stakeholder meeting was held in Cleveland on April 11<sup>th</sup>. Ms. Render said yes.

Chief McCall suggested that NOACA staff hold a couple more local meetings, preferably in the evening so more people can attend them. She also suggested that staff hold a meeting at the Greater Cleveland Regional Transit Authority (GCRTA).

Ms. Gallucci stated that the Technical Advisory Committee (TAC) meeting was held on April 11<sup>th</sup> and was attended by NOACA's partners, Federal Highway Administration (FHWA) and the Ohio Department of Transportation (ODOT). She mentioned that NOACA is planning to hold more stakeholder meetings, including one for the public.

Commissioner Lundy asked about the timeline of the Hyperloop project. Ms. Sarli stated that the feasibility study will be completed this summer. Commissioner Lundy asked if there has been any discussion on the timeline of the actual project.

Ms. Gallucci stated that the feasibility study was originally supposed to be completed this spring, but was moved to the summer because of public outreach. She noted that staff wanted to make sure there are alternatives and other information to share with the public. She also noted that efforts are being made to add Pittsburgh to the Hyperloop route, which may push out the timeline, as well.

Ms. Gallucci announced that Dr. Alex Metcalf will provide an update on the Great Lakes Hyperloop feasibility study at the Planning and Programming Committee meeting. Ms. Gallucci invited External Affairs Committee members to that meeting.

### **External Engagement and Affairs Model**

Ms. Render provided an overview of the 2019 focus areas for the Committee and reviewed the following: External Affairs operating model; tools of engagement (key messages and brand identity); NOACA's approach (vision, goals and priorities, focus areas, and impact); areas of effectiveness; governance and compliance (four plans/policies); engagement platforms (agency-wide calendar of events and cross marketing promotions, events and messaging); social media (purpose driven messaging); content marketing (smartphone use, 3M Connect, and photo clicks); and web analytics.

Councilman Matt Zone stated that he would like NOACA to be more effective in social media and get more involved in the Vision Zero concept, which is a strategy to eliminate all traffic fatalities and severe injuries. He said the region cannot have equitable mobility transportation unless it is safe. He said he would like to make a presentation later in the year to the full NOACA Board about the work being done related to this initiative. He mentioned several stakeholders who have been working with the City of Cleveland on having zero fatalities in this region. He said he would like to see the following: NOACA's External Engagement and Public Affairs Division educating people; NOACA forming an internal working group; and NOACA taking a more active role.

Chief McCall stated that the presentation given by Ms. Render was very good, informative and clear. Chief McCall suggested that NOACA take the same messaging and communicate it to Board members and their alternates. She said she liked the idea of NOACA being more interactive with the communities.

Commissioner Lundy stated that as the Committee tries to promote NOACA, especially when it comes to branding, it would be helpful if staff could break it down into safe roads, getting people to work, and putting people to work. He said it is critical for this region to have a safe transportation system. Commissioner Lundy stated that he would like to know the public's perception of the NOACA brand.

### **External Affairs Committee – NOACA Dialogue Series**

Ms. Render reviewed the goals of NOACA's dialogue series. She discussed creating a podcast, explained how it would be used and the purpose of it; reviewed steps to develop the content marketing; and talked about the tools to use to market, promote and generate brand awareness.

Ms. Render stated that the initial cost to set up a podcast with a monthly network is \$12,000, which could be paid with sponsorships. She stated that the next steps would involve the External Affairs Committee assisting staff with naming the podcast series, reviewing sponsorship proposals, creating a list of topics and discussion items, and reviewing a list of proposed podcast hosts.

Chief McCall stated that the podcast is a good way to promote the NOACA brand to the public. She expressed some concern about seeking sponsors for support. She said she would like NOACA to try and do the work internally to ensure there are no compatibility issues between the sponsor and NOACA from a policy perspective. She suggested that NOACA staff look at internal funding to pay for the dialogue series.

Commissioner Lundy suggested that NOACA take a look at sponsorship policies created by other agencies. Ms. Gallucci stated that NOACA uses a policy for its Annual Meeting. She noted that a request for proposal (RFP) is prepared and released to the public so everyone has an opportunity to be a sponsor. Ms. Gallucci stated that staff was not looking to spend any funds on a podcast. However, it is the Board's prerogative to make budget changes.

Commissioner Lundy suggested that staff look at getting other government agencies to be sponsors, such as ODOT. Ms. Nancy Griffith commented that NOACA and ODOT may not always be on the same side of an issue.

Ms. Gallucci stated that it makes sense for NOACA to move forward with the podcast without sponsors. She said NOACA would have freedom and would be responsible and accountable for the content.

Ms. Clint asked how close NOACA is to selecting podcast hosts. Ms. Render said plans are preliminary, but welcomed suggestions from the Committee.

Chief McCall asked staff to be mindful of potential issues that could develop with using hosts. She suggested that NOACA use staff, Board members and their alternates.

Councilman Zone stated that a podcast could be an effective tool to reach out to local communities and a great way for people, who cannot attend NOACA meetings, to get information.

Ms. Gallucci stated that if a budget is created for the podcast, it will need to be approved by the Board.

### **REPORTS / UPDATES**

No reports / updates were presented at this meeting.

### **Old Business**

No old business was discussed at this meeting.

**New Business**

No new business was discussed at this meeting.

**Adjournment**

Commissioner Lundy stated that the next External Affairs Committee meeting will be held at the NOACA offices on July 12, 2019 at 8:30 a.m. There being no further business, the meeting was adjourned at 9:40 a.m.



## 2019 Attendance Record External Affairs Committee

MEETING DATES	1/18/19	4/12/19	7/12/19	10/11/19
Holly Brinda, Mayor, City of Elyria <i>(John Schneider, Alternate)</i>	X			
Armond Budish, County Executive, Cuyahoga County <i>(Mike Foley, Alternate)</i>	A	A		
Jerry Cirino - Commissioner, Lake County <i>(Kenneth J. Filipiak, Alternate)</i>				
Dennis Clough, Board President, Greater Cleveland Regional Transit Authority <i>(Floun'say Caver, Alternate)</i>	A	A		
Timothy J. DeGeeter - Mayor, City of Parma <i>(Brian Higgins, Alternate)</i>	A	X		
James W. Dvorak - Commissioner, Geauga County <i>(Nicholas Gorris, Alternate)</i>	X	X		
Blaine Griffin - Councilman, City of Cleveland <i>(Anthony Hairston, Alternate)</i>				
Matt Lundy - Commissioner, Lorain County <i>(Greg Zilka, Alternate)</i>	X	X		
Valarie J. McCall - Chief of Communications, Government and International Affairs, City of Cleveland <i>(Frank Jackson, Alternate)</i>	X	X		
Dale Miller – Councilman, City of Cleveland <i>(Joseph Nanni, Alternate)</i>	X	X		
Chase M. Ritenauer, Mayor, City of Lorain <i>(Dale Vandersommen, Alternate)</i>	A	A		
Robert Stefanik - Mayor, City of North Royalton <i>(Thomas Jordan, Alternate)</i>	A	A		
Matt Zone, Councilman, City of Cleveland <i>(Anthony Brancatelli, Alternate)</i>	X	X		
TOTAL MEMBERS ATTEND:	11	10		

X=Member present      A=Alternate



## External Affairs Committee Meeting April 12, 2019, 8:30 a.m. – 10:00 a.m.

### Member Sign-in Sheet

MEMBER	SIGNATURE
Holly Brinda – Mayor of Elyria (John Schneider, Alternate)	
Armond Budish, County Executive, Cuyahoga County (Mike Foley, Alternate)	
Jerry Cirino, Commissioner, Lake County (Kenneth Filipiak, Alternate)	
Dennis Clough – Board President, GCRTA (Floun'say Caver, Alternate)	
Timothy J. DeGeeter, Mayor, City of Parma (Brian Higgins, Alternate)	
James Dvorak, Commissioner, Geauga County (Nicholas Gorris, Alternate)	
Blaine Griffin, Councilman, City of Cleveland (Anthony Hairston, Alternate)	
Matt Lundy, Lorain County Commissioner (Greg Zilka, Alternate)	
Valarie McCall – Chief of Communications, Government and International Affairs – City of Cleveland (Frank Jackson, Alternate)	
Dale Miller, Councilman, Cuyahoga County (Joseph Nanni, Alternate)	
Chase Ritenauer, Mayor, City of Lorain (Dale Vandersommen, Alternate)	
Robert Stefanik – Mayor of North Royalton (Thomas Jordan, Alternate)	
Matt Zone, Councilman, City of Cleveland (Anthony Brancatelli, Alternate)	
Council Members (ex officio)	SIGNATURE
Nathan Kelly – Chair, Business Advisory Council (Tony Gallo, Vice Chair)	
Barb Clint – Chair, Community Advisory Council (Leo Serrano, Vice Chair)	
Jeanene Kress – Chair, Rural Advisory Council (Steven Corso, Vice Chair)	

## **Agenda Item No. 2**

### **COMMITTEE UPDATES**





## **NORTHEAST OHIO AREAWIDE COORDINATING AGENCY MEMORANDUM**

**TO:** NOACA External Affairs Committee  
**FROM:** Grace Gallucci, Executive Director  
**DATE:** July 5, 2019  
**RE:** Council Updates

### **ACTION REQUESTED**

No action is requested at this time. This is an informational item.

### **BACKGROUND/JUSTIFICATION FOR CURRENT ACTION**

The External Affairs Committee evaluates recommendations from its three Councils; Business, Community, and Rural. The Councils provide advice and policy recommendations to the External Affairs Committee. Below are the summaries from the June 28, 2019 Council meetings.

#### **Business Advisory Council (BAC)**

Mr. Tony Gallo chaired the Business Advisory Council (BAC) meeting on June 28, 2019 at 9:00 a.m.

Under presentation / discussion items, BAC received information on the following:

- INFRA Grant application for the Irishtown Bend project
- Project planning reviews (PPRs - 1st quarter state fiscal year 2020:
  - CUY-43-1.98 (Widening Aurora Road from Solar Shopping Center Drive to Liberty Road)
  - CUY IR 480 06.47/VAR Paint PID 22131 (bridge painting on IR-480 and SR10 in Fairview Park and Cleveland)
  - Laketran bus replacement
- Great Lakes Hyperloop System - project update
- Mission advancement initiatives

Under old business, NOACA staff presented photos of the collapsing hillside of Irishtown Bend. BAC members were informed they will receive a fact sheet on the Irishtown Bend project.

No new business was discussed at this meeting.

BAC will meet next on September 27, 2019 at 9:00 a.m.

#### **Community Advisory Council (CAC)**

Ms. Barb Clint chaired the Community Advisory Council (CAC) meeting on June 28, 2019 at 10:30 a.m.

Under presentation / discussion items, CAC received information on the following:

- INFRA Grant application for the Irishtown Bend project - CAC members were informed they will receive a fact sheet on the Irishtown Bend project
- Project planning reviews (PPRs) - 1<sup>st</sup> quarter state fiscal year 2020:
  - CUY-43-1.98 (Widening Aurora Road from Solar Shopping Center Drive to Liberty Road)
  - CUY IR 480 06.47/VAR Paint PID 22131 (bridge painting on IR-480 and SR10 in Fairview Park and Cleveland)
  - Laketran bus replacement
- SAVE Plan
- TLCI program updates
- Coordinated Public Transit Human Services Transportation Plan
- Air quality forecasts and advisories
- Mission advancement initiatives

No old or new business was discussed at this meeting.

CAC will meet next on September 27, 2019 at 10:30 a.m.

#### **Rural Advisory Council (RAC)**

Ms. Jeanene Kress chaired the Rural Advisory Council (RAC) meeting on June 28, 2019 at 1:00 p.m.

Under presentation / discussion items, RAC received information on the following:

- INFRA Grant application for the Irishtown Bend project - RAC members were informed they will receive a fact sheet on the Irishtown Bend project
- Geauga County Amish Safety Build project
- Geauga County FPA – Prescriptions for wastewater treatment modification in Chardon Township
- Coordinated Public Transit Human Services Transportation Plan
- Project planning reviews (PPRs) - 1<sup>st</sup> quarter state fiscal year 2020:
  - CUY-43-1.98 (Widening Aurora Road from Solar Shopping Center Drive to Liberty Road)
  - CUY IR 480 06.47/VAR Paint PID 22131 (bridge painting on IR-480 and SR10 in Fairview Park and Cleveland)
  - Laketran bus replacement
- Mission advancement initiatives

No old or new business was discussed at this meeting.

RAC will meet next on September 27, 2019 at 1:00 p.m.

#### **FINANCIAL IMPACT**

There is no financial impact.

#### **CONCLUSION/NEXT STEPS**

Updates of the Council meetings will continue to be provided to the External Affairs Committee.

## **Agenda Item No. 3**

### **PUBLIC COMMENTS**



**Agenda Item No. 4**

**CHAIR/EXECUTIVE DIRECTOR'S REPORT**



## **Agenda Item No. 5**

### **ACTION ITEMS**



## **Agenda Item No. 6**

### **PRESENTATION/DISCUSSION ITEMS**





## NORTHEAST OHIO AREAWIDE COORDINATING AGENCY

### MEMORANDUM

**TO:** NOACA External Affairs Committee

**FROM:** Grace Gallucci, Executive Director

**DATE:** July 5, 2019

**RE:** Great Lakes Hyperloop Public involvement

#### **ACTION REQUESTED**

No action is requested at this time. This item is for information and presentation only.

#### **BACKGROUND/JUSTIFICATION FOR CURRENT ACTION**

Previous presentations have been made to the External Affairs Committee regarding public involvement and strategy to gain exposure, comments, and discussions from decision makers and communities impacted by the development of the Hyperloop system. At the last meeting, highlights of a comprehensive outreach and engagement plan produced by our consultant was presented for information and discussion. The plan has been used as a resource guide to help NOACA identify stakeholders and convey the principles of selecting types of groups for engagement.

The next step will be implementing the strategic planning process to ensure there is a framework for allowing input during the public involvement process. NOACA will update the committee on the type of approaches and engagement tools that will be used to create on-going communications to support a well-planned effort for public participation.

#### **FINANCIAL IMPACT**

No financial impact.

#### **CONCLUSION/NEXT STEPS**

The Council will continue to be updated on the status of the Great Lakes Hyperloop public involvement.

GG/dr/8199c





**NORTHEAST OHIO AREAWIDE COORDINATING AGENCY**  
**MEMORANDUM**

**TO:** NOACA External Affairs Committee  
**FROM:** Grace Gallucci, Executive Director  
**DATE:** July 5, 2019  
**RE:** **Mission Advancement Initiatives**

**ACTION REQUESTED**

No action is requested at this time. This item is for information and presentation only.

**BACKGROUND/JUSTIFICATION FOR CURRENT ACTION**

An External Affairs Operating model was presented at the previous Committee meeting to highlight communications and outreach tools that would heighten the awareness of NOACA's brand, priorities and tools of engagement.

On June 28, 2019, the division introduced to the NOACA Rural, Community, and Business councils, a request to create working groups to identify and develop a capacity-building plan as a means to build stronger stakeholder relationships. At the upcoming Committee meeting, a presentation will be made to convey how NOACA will approach capacity-building efforts to help connect a broader audience to learn more about NOACA's priorities and agenda.

**FINANCIAL IMPACT**

There is no financial impact.

**CONCLUSION/NEXT STEPS**

NOACA staff will communicate with the External Affairs Committee to set up working group meetings with the NOACA councils.

GG/dr/8200c





## NORTHEAST OHIO AREAWIDE COORDINATING AGENCY

### MEMORANDUM

**TO:** NOACA External Affairs Committee

**FROM:** Grace Gallucci, Executive Director

**DATE:** July 5, 2019

**RE:** NOACA Podcast Series

#### **ACTION REQUESTED**

No action is requested. This item is for information and presentation only.

#### **BACKGROUND/JUSTIFICATION FOR CURRENT ACTION**

The division of External Engagement and Public Affairs presented previously to the External Affairs Committee a proposed podcast series to expand NOACA's communications and branding. This presentation will update the Committee members on the status of the podcast implementation.

#### **FINANCIAL IMPACT**

There is no financial impact.

#### **CONCLUSION/NEXT STEPS**

Division will seek direction and comments from the External Affairs Committee to advance the message and topics of the podcast as it relates to prioritized focus areas.

GG/dr/8201c



## **Agenda Item No. 7**

### **REPORTS/UPDATES**



## **Agenda Item No. 8**

### **OLD BUSINESS**



## **Agenda Item No. 9**

### **NEW BUSINESS**



## **Agenda Item No. 10**

**ADJOURN**

